



NORTHAM TOWN COUNCIL
TOWN HALL
WINDMILL LANE
NORTHAM
DEVON
EX39 1BY

To: All Members of the Neighbourhood Plan
Advisory Group
Cc: All Northam Town Councillors

Town Clerk: Mrs Jane Mills MILCM
Telephone and Fax: 01237 474976
E-mail townclerk@northamtowncouncil.gov.uk

**You are hereby summoned to attend a Neighbourhood Plan Advisory Group Meeting on
Wednesday 2nd November 2022 at 6.30pm, to be held on Zoom.**

Topic: My Meeting
Time: Nov 2, 2022 06:30 PM London

Join Zoom Meeting
<https://us02web.zoom.us/j/87014084301?pwd=M1c4S29YWmMzeFJCUzUrZDFrN1c3Zz09>

Meeting ID: 870 1408 4301
Passcode: 263336

M J Mills

Mrs Jane Mills Fd Community Governance MILCM, PSLCC
Town Clerk

Date of issue: **20th October 2022**

The following are members of the Neighbourhood Plan Advisory Group:

Councillors Hames, Sargent, Mrs Hodson, and Miss Woodhouse, plus the Mayor ex-officio.
(Two vacancies, one each for a Northam Ward and Appledore Ward elected member).

Non-Councillors: Mr G Allen, Ms Bartleman, Ms J Smart.

All elected Members of the Council are entitled to attend.



Lords of the Manor



The local Council for Appledore, Northam, Orchard Hill and Westward Ho!
Twinned with Mondeville, France and Büddenstedt, Germany
Office open: Monday to Friday mornings



Trustees of the Common Right

AGENDA

- 1 Apologies**
- 2 Chairman's Announcements**
- 3 To agree the agenda as published**
- 4 Declarations of interest:**
Members are reminded that all interests should be declared prior to the item being discussed.
- 5 To confirm and sign the minutes of the Advisory Group Meeting held 14th July 2022 (herewith)**
- 6 Public Participation**
Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 4 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.
- 7 To consider Action Points (herewith)**
- 8 To ratify the decision to amend the Neighbourhood Plan document in line with the feedback from Torridge District Council officers and the working group (herewith)**
- 9 To receive the newest version of the Neighbourhood Plan and appendices (v2.9) (herewith)**
- 10 To consider the draft Community Engagement Strategy (herewith)**
- 11 To consider the draft Basic Conditions statement (herewith)**
- 12 To note and update progress against the key stages of a neighbourhood plan (herewith)**

Northam Town Council – Minutes of the Northam Neighbourhood Plan Advisory Group Meeting held by Zoom on Thursday 16th June 2022

Present: Cllrs Hames (Chairman), Mrs Hodson, Laws, Sargent.
Non-Councillor Members: Mrs E Bartleman and Mrs J Smart.

In attendance: Cllr C Leather – non-group member.
Mr G Langton – Deputy Town Clerk.
One member of the public.

- 2206/104 Election of the Chairman of the Neighbourhood Plan Advisory Group.**
It was proposed by Cllr Laws and seconded by Mrs J Smart, that Cllr Hames be elected as Chairman, all were in favour and it was so resolved.
- 2206/105 Election of the Vice Chairman of the Neighbourhood Plan Advisory Group.**
It was proposed by Cllr Laws and seconded by Cllr Hames that Cllr Sargent be elected as Vice Chairman, all were in favour and it was so resolved.
- 2206/106 Apologies**
Apologies were received from Cllr Woodhouse and Mr G Allen.
- 2206/107 Chairman's announcements**
The Chairman made no announcements.
- 2206/108 Declarations of interest:**
Members were reminded that all interests should be declared prior to the item being discussed.
- 2206/109 To agree the agenda as published**
It was **resolved** to agree the agenda as published.
Proposed: Cllr Laws, Seconded Cllr Sargent (all in favour)
- 2206/110 To confirm and sign the minutes of the meeting held 26th April 2022**
It was **resolved** to confirm the minutes of the meeting held 26th April 2022, deleting the repeated phrase at minute 2204/1326.
They would be signed at a later date.
Proposed: Cllr Laws, Seconded: Cllr Sargent (all in favour).
- 2206/111 Public Participation**
It was announced that members of the public were permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public would be entitled to speak once only in respect of business itemised on the agenda and should not speak for more than 4 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.
- The member of the public addressed the Group regarding the feedback received from officers at Torridge District Council and the submitted amendments to policy EN2 – PREVENTION OF COALESCENCE. He went on to draft a summary of the consultation exercises undertaken thus far and a draft Community Engagement document for consideration by the Group.
- The Chairman thanked him for and accepted his offer.
- 2206/112 To consider the action points.**
The action points were noted.

- 2206/113** **To consider feedback from Torrridge District Council Officers.**
The Group discussed the approach to a detailed review of the feedback.
It was **resolved** to delegate the review to the established working group of Cllrs Hames, Sargent and Hodson, supported by the Deputy Town Clerk, to report its progress to the next meeting of this Group.
Proposed: Cllr Hames, Seconded: Cllr Smart (all in favour).
Action point: Deputy Town Clerk to arrange the working group meeting.

- 2206/114** **To consider the submissions from a member of the public regarding the wording of paragraph 6.12 of policy EN2 - prevention of coalescence.**
The Group discussed the approach to the incorporation of the suggested amendments.
It was **resolved** to delegate the review of the suggested wording to the established working group of Cllrs Hames, Sargent and Hodson, supported by the Deputy Town Clerk, to report its progress to the next meeting of this Group.
Proposed: Cllr Hames, Seconded: J Smart (all in favour).

- 2206/115** **To consider the draft Community Profile.**
The Group discussed the approach to reviewing the draft.
Cllr Mrs Hodson noted that there were some factual errors, specifically regarding the number of schools within in the parish, recording three rather than two as in the draft.
J Smart noted that data on the numbers of holiday lets/second homes would be helpful both in this section and to evidence policies within the Neighbourhood Plan.
Action point: Deputy Town Clerk to contact the relevant Officer at Torrridge District Council.
It was **resolved** to delegate the review to the established working group of Cllrs Hames, Sargent and Hodson, supported by the Deputy Town Clerk, to report its progress to the next meeting of this Group.
Proposed: Cllr Mrs Hodson, Seconded: Cllr Laws (all in favour).

- 2206/116** **To receive feedback as shared with members of the Group on the Sharepoint site.**
The feedback was received. It was considered that a further consultation would be needed to ensure the views of the community were as current as possible. The approach for this would be considered in detail at a future meeting.

There being no further business the meeting closed at 7.30pm

Signed Dated.....

Northam Neighbourhood Plan Advisory Group - Action Points

37. Cllr Hodson to draft the Statement of Community Engagement.	On the agenda	Completed
38. Cllr Hames to draft the Basic Conditions Statement	In progress	ongoing
39. All members to review the feedback evidence as posted on the SharePoint site.	On the agenda	Completed

NNP Working Group meeting – 10.00am. 08.08.2022 (Zoom)

Present: Cllr P Hames (chair), Cllr C Hodson, Mr N Arnold, Mr K Goodred, Mr G Langton (notes).

Foreword: PH's comments accepted.

Para 2.2: agreed to distances in both KMs and Miles.

Para 2.5, 2.7 & 2.9: amendments accepted.

Para 2.10: amendments in yellow not to be kept.

Para 2.14: noted sufficient evidence was available if needed.

Agreed to add a note regarding parking at the 2nd bullet.

Vision and objectives: re-order with the 'box' before para 3.1 to enhance clarity.

Para 3.6: Housing bullet changes accepted as highlighted on the amended paper.

Para 3.12: Noted EU rules continue to apply "*Despite the current negotiations on leaving the EU, the requirements to comply with EU obligations will continue to apply for the time being, but may be replaced with a requirement to meet UK law at some point in the future*" (Part A, p1 [NP Roadmap online full.pdf \(neighbourhoodplanning.org\)](#)).

It was noted that if one was needed, it needed to be drafted.

Para 3.14: amendments accepted.

Para 3.15: (g) to be removed from the Plan.

(h) KG's comment needs to be included at some point – possibly at policy on coalescence (EN2)?

Para 4.1: the changes were accepted.

Para 4.6 & 4.7: these could be moved to a glossary (or appendix) as appropriate?

Para 5.1: Does this evidence need to be included? PH has seen it and a snapshot was considered helpful by the group.

Paras 5.2-5.9: NTC has data that could be included.

HO1: this policy needs to be reviewed, especially as data was from 2017, so may be considered out of date. Could NTC commission a housing needs survey to substantiate some policies? CH suggested accessing <https://www.devonhomechoice.com/> for data.

Para 5.6: relocate data to an appendix.

Paras 5.7 & 5.8: amendments accepted.

Para 5.9: add definition of viability assessments, maybe to glossary?
Include S106?

General comment:

Add footnotes to supporting text.

Para 5.14-5.15: put definitions in a glossary.

Para 5.18: cut as noted on the attached.

HO4: needed stylistic editing and to include 'design of an environmentally friendly nature'.

Para 5.21: make wording more 'friendly'.

HO5: PH to review text at 1(ii).

(3) refers to businesses, does the intention need review and amendment?

Could HO5 be changed to 'all developments', as long as clarified in footnotes?

Possible redraft of whole policy needed.

Para 5.25: change '2 degrees' to '1.5 degrees' and reference the relevant and up to date IPCC report.

Para 5.30: needs to be checked against the ward profiles.

Para 5.34: the intention and implication of this policy needs to be reviewed, it may be deleted in future drafts?

Paras 6.1-6.4: amendments accepted.

General comment:

Include an appendix of Conservation Areas, listed heritage assets/buildings and a glossary definition of each of these terms, as used.

The next meeting of this group was agreed to be held at 10am on 31st August 2022, on the Zoom platform.

It was agreed that, given the progress made, the August meeting of the NNP Advisory Group would be cancelled, the next scheduled meeting would therefore be 8th September at 6.30pm.

Meeting closed at 1pm.

NOTES ON THE NNP Working Group Meeting

Date: 8/9/22

Present: Cllr. Peter Hames (PH), Cllr. Claire Hodson (CL), Cllr. Derek Sargent (DS), Guy Langton (GL)
Member of public: Nick Arnold (NA)

NA took these notes on the request of the Working Group when GL had to leave the meeting.

NOTES ON THE NOTES

The numbers refer to the para numbers in the document of proposed alterations to the NNP entitled: Proposed Alterations to the NNP 6.22 v5, as at 8.8.22. This document has comments from PH. Before the meeting PH also circulated new drafts for policies HO5, EN5 and ED3.

The meeting was held as a continuation of the discussion of the proposed alterations to the NNP supporting text held on 8/8/22. The meeting therefore focussed text from the end of para 6.5.

ALTERATIONS PROPOSED BY THE WORKING GROUP

The meeting agreed that the Advisory Group should discuss PH's draft of HO5 (by extension they will probably also discuss the new drafts of EN5 and ED3).

All the proposed alterations to supporting text were accepted with the exception of the text listed below.

Policy TR1

5.34 Remove para.

5.35 PH suggestion for new text accepted.

Policy H07 - The group confirmed that this policy had been deleted.

6.1 PH suggestion for new text accepted.

Policy EN1 - this policy has been updated with Knapp Wood and Borough Farm - NA will submit new maps and photos, with the updated text for Appendix 2.

6.14 The group felt that this para was insufficiently clear. NA explained the para was meant to explain that development would not be supported under the policy even when a given site was bordered on two or three sides by housing. NA agreed to rewrite the para in clearer language.

Policy EN3

6.20 PH suggestion for new text accepted.

6.21 The meeting discussed a suggested alteration by Mr Keith Goodred (KG).

This alteration will not be used.

The group asked that the planning terms in 6.21: undeveloped coast, coast and estuary zone should be included in the glossary (note they are not in the glossary at present).

6.24 The group felt that this para was insufficiently clear. NA explained that it is designed to guide the implementation of the policy so that planners are not obliged to interpret how it should work. NA agreed to rewrite the para in clearer language.

Policy HE1

DS said he was working in the list of candidate sites for the Northam List. NA said that the best source for such sites was the Devon and Dartmoor Historic Environment Records for sites in Northam Parish (available via the Heritage Gateway/Pastscape). Candidate sites can be archaeological sites or buildings but they should meet the requirements of the policy as set out in Appendix 4.

6.32 PH suggestion for new text accepted.

Policy EN5 PH's new draft of EN5 was not discussed in detail but the Advisory Group will presumably discuss it.

6.41 The group asked NA to rewrite this para using PH's comments. PH offered to forward evidence to NA on how other Local Authorities have required developers to increase biodiversity by 20%.

The group was supportive of biodiversity being increased on a site rather than offset to another site.

Policy TR2 - the group supported PH's proposed alterations to the policy text.

6.46 PH was concerned that this para lacked evidence. He suggested that the minutes of the Active Travel Group could be used, or another source and he offered to send this to NA to be added to the proposed alterations.

7.12 CH obscured that this para did not do justice to the extent and vibrancy of Westward Ho! in terms of employment in tourism and business - and should mention the Burrows Country Park and

Visitor Centre, PH suggested that the estuary should also be mentioned in this para. NA to make these alterations.

Policy HE2

7.20 The working group questioned the sentence on residents' amenity. NA explained that the reference is there because Richmond Dock development could potentially affect the amenity of hundreds of houses in Appledore and the text was there to flag this up as a potential constraint on development. He offered to make it less prescriptive - along the lines of proposals should limit or mitigate any harm to the amenity of residents.

Policy ED3

The group briefly discussed PH's new draft of this policy
NA said clause 2 i could be moved to supporting text. He said clause 2 iii was intended to flag up the issues of access to the narrow Newquay Street - which is also the route of the SW Coast Path.

NORTHAM NEIGHBOURHOOD PLAN COMMUNITY ENGAGEMENT STRATEGY v 1.2**CONTENTS****1 What is this Strategy about?****2 What is Community Engagement?****3 Our Vision and Values for Community Engagement****4 Involving you in the Northam Neighbourhood Plan****5 Recording Community Engagement and Giving Feedback****6 Our Commitment to You****Appendix 1 - Statutory Requirements For Community Engagement In Neighbourhood Planning**

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- **1 WHAT IS THIS STRATEGY ABOUT?**

This Strategy outlines how we will work together to inform, consult and involve local people in the development of a neighbourhood plan for Northam Parish.

Everyone should be involved in making our parish a great place to live, work and play. If you live in Northam Parish, you will have knowledge about the area and how it can be improved. If you are a local group or business you will have information and ideas that can help shape the future of the area.

This Strategy is therefore intended for anyone who is interested in getting involved in improving the future of our Parish. This includes private organisations, voluntary and community groups, residents, workers, students and any individual with an interest in how their environment and community could change over time. By participating in the preparation of the Neighbourhood Plan you can make sure that decisions being made are the best for you and Northam Parish. The Strategy sets out our community engagement values and standards and aims to maximise community engagement in the plan-making process and to thereby ensure that every resident has the opportunity to get involved with the plan-making process and/or to share their views on future development in our Parish.

The remainder of this strategy document is divided into the following sections:

- What is Community Engagement?
- Our Vision and Values for Community Engagement - this section details how our vision and principles will guide our approach to Community Engagement.
- Involving you in the Northam Neighbourhood Plan – this section details our standards, types of community engagement, and how we intend to include everybody in the plan-making process.
- Recording Community Engagement and Giving Feedback - how we will record evidence of Community Engagement and provide feedback to the community.

Our Commitment to you - how we will protect and safeguard the rights of everyone who takes part in community engagement activities.

Appendix 1 sets out the statutory process with regard to community engagement that the Plan will follow.

- **2 WHAT IS COMMUNITY ENGAGEMENT?**

Community engagement is consistent good quality, coordinated communication to involve all the people who could be influenced or impacted by the Northam Neighbourhood Plan. The business, public and voluntary sectors all need to be included in this Community Engagement Strategy. As the Neighbourhood Plan is looking at designating certain sites we will also need to engage with landowners.

In order to achieve successful Community Engagement activities, Northam Neighbourhood Plan will seek to fulfil five functions:

- **INFORM YOU** - Providing appropriate information about the Neighbourhood Plan and the policies and developments that might affect or interest you.
- **CONSULT YOU** - Providing opportunities for you to have your say about the Plan through consultations, surveys, workshops and conversations. Acting on the feedback we receive and showing how it has influenced the decisions made.
- **INVOLVE YOU** - Providing opportunities to get involved, over and above informing and consulting, to give you a greater influence over the making of a plan for the area.
- **COLLABORATE WITH YOU** – Creating partnerships with the community in each aspect of decision-making including development of options and analysis of alternatives.
- **EMPOWER YOU** – More decisions on matters within the Neighbourhood Plan should lie with the community.

The above five functions will guide and structure Section 4: Involving you in the Northam Neighbourhood Plan.

- **3 OUR VISIONS AND VALUES FOR COMMUNITY ENGAGEMENT**

The Northam Neighbourhood Plan Advisory Group has agreed a vision for Northam to 2031:

To maintain and enhance the individual characteristics of Northam, Orchard Hill, Appledore and Westward Ho! and to build a more sustainable self-reliant community of collaboration, connection and a strong sense of collective purpose.

To achieve our vision, a majority of residents must agree with the Neighbourhood Plan, so information must be provided on the development of Plan and be targeted at the right people at the right time in an accessible way.

Northam Neighbourhood Plan Advisory Group's values for preparing its Neighbourhood Plan

- **TRANSPARENCY**
- **HONESTY**
- **DEMOCRACY**
- **INCLUSIVENESS**

- RESPECT

The Northam Neighbourhood Planning Group is committed to involve, collaborate with and empower the communities of Northam and we will follow the principles set out in the following table:

<p>Be open and honest with the community. We will:</p>	<ul style="list-style-type: none"> • Let people know why we are engaging and use the right methods that are proportionate to the significance of the issues to engage local people. • Be clear about what can be influenced and what can't. • Use honest, accurate and unbiased information.
<p>Listen to the community's views. We will:</p>	<ul style="list-style-type: none"> • Listen and respond to individuals and communities, enabling and empowering residents to play an effective role in shaping their local area.
<p>Include as many people in the process. We will:</p>	<ul style="list-style-type: none"> • Undertake fair and impartial engagement to a high standard to ensure that communities are offered equal opportunities to participate in issues that may affect them and make a difference.
<p>Work together collaboratively with the community. We will:</p>	<ul style="list-style-type: none"> • Act together when appropriate with a consistent approach to community engagement. • Create a record of engagement activities to provide an overview of what consultation has and will be undertaken, and use the findings where applicable to avoid consultation overload. • Share knowledge and information openly with the community, whilst respecting confidentiality and use what we have learnt from contact with local people to better understand and engage with the community
<p>Keep in touch with the community. We will:</p>	<ul style="list-style-type: none"> • Provide feedback and demonstrate the changes that are made as a result of engagement.

4 INVOLVING YOU IN THE NORTHAM NEIGHBOURHOOD PLAN

The five functions of Community Engagement set out in Section 2: *What is Community Engagement?* will guide and structure our use of community engagement methods as follows:

<p>1 INFORM YOU: Informing you about the Northam Neighbourhood Plan so you know what is going on and when using a range of different ways of keeping in touch such as:</p>	<ul style="list-style-type: none"> • Website updates • Posters and leaflets. • Local newspaper press releases, radio and TV interviews. • Newsletters, letters, leaflets or summaries. • Information stalls/open days/exhibitions. • Public and specific meetings, presentations. • Providing updates and presentations to residents' and community groups. • Dedicated Facebook page.
<p>2 CONSULT YOU: Consulting you about the Neighbourhood Plan to allow you to have your say or have an opinion about how the neighbourhood or how the Plan will affect you. Ensuring that you can have confidence that your views will be considered in the plan-making process.</p>	<p>Ideas to engage you:</p> <ul style="list-style-type: none"> • Questionnaires and surveys, structure feedback form. • Online surveys and e-consultation (via the internet). Face to face interviews. • Taking part in meetings of residents' and community groups. • Discussion/focus groups. • Written consultation through letter or email. • Consultation events/workshops/ exhibitions. • Online consultation. • Public meetings. • Documents or information available in offices, public buildings or online. • Verbal and informal consultation with a written record taken.
<p>3 INVOLVE YOU: Involving you in the Neighbourhood Plan so you can</p>	<ul style="list-style-type: none"> • Structured Workshops

influence, directly participate, design and be part of the development of the plan.

- **Public or specific targeted discussion meetings with interested parties**
- **Public or stakeholder workshops to identify issues and shape options.**
- **Online discussion forums.**
- **Schools workshops**
- **Responding promptly and honestly to comments and complaints.**
- **Allowing non-voting public participation in Northam Neighbourhood Plan Steering Group meetings.**
- **Allowing and encouraging interested individuals to volunteer their services in support of the Plan and its related activities.**
- **Interaction with councillors and planning staff of Torridge District Council, and Councillors and employees of Northam Town Council.**

4 COLLABORATE WITH YOU and 5 EMPOWER YOU: Collaborate with and empower you in the Neighbourhood Plan to make it more than simply an involvement exercise but a way to galvanise and build relationships with communities and to provide the necessary information and support to enable people to make a decision about planning in their neighbourhood.

- **Throughout the development of the Plan there will be opportunities for the Northam Neighbourhood Plan Advisory Group to collaborate with other organisations.**
- **Liaising with other neighbourhood planning groups that are further down the line than Northam to learn from experience**
- **Test out new ways of engaging to see if different methods work**
- **Ensure the process of making the plan allows people to continue involvement**

5 RECORDING COMMUNITY ENGAGEMENT AND GIVING FEEDBACK

We will maintain a record of all events that inform and consult people in Northam, a record of who were engaged, and a record any issues or concerns that were raised. This record will take the following form:

Plan Stage	Engagement	Who With	When	Issues/Concerns
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- In order to provide feedback:
 - We will aim to look at all engagement and consultation responses. Where we can act on suggestions, within reason we will do so. If not, we will aim to explain why.
 - Where possible we will aim to keep those who have responded informed of subsequent consultations as the plan progresses to help build momentum towards referendum.
 - After a formal consultation on the plan we will summarise the comments received in a statement that will be made available on our website.
 - Following questionnaires, workshops and other forms of engagement we will make the findings available on our website.

6 OUR COMMITMENT TO YOU

This section explains how we will protect and safeguard the rights of everyone who takes part in community engagement activities.

i) Data protection

When we deal with feedback we will comply with the Data Protection Act 1998. Details will be held by Northam Town Council and will remain secure and confidential. Details will only be used for research purposes and will not be passed on to any third parties or used for marketing purposes in accordance with the Data Protection Act 1998. In all our dealings with the public, we are committed to following the Human Rights Act 1998.

ii) Freedom of Information Act

When we deal with feedback we will comply with the Freedom of Information Act 2000. We will publish a summary of the information gathered and detail how the results are being used to help shape the Northam Neighbourhood Plan.

iii) Equal Opportunities

We will comply with Equal Opportunities legislation. We recognise that the provision of equal opportunities in all our activities will benefit Northam Parish. All members of the public will be treated fairly and will not be discriminated against.

iv) Health and Safety Act 1974

We will ensure any Neighbourhood Planning events and activities take into consideration the health and safety of everyone involved. Risk assessment will be carried out as and when required.

v) Safeguarding

We are committed to safeguarding the welfare of children, young people and vulnerable adults and will ensure that appropriate safeguarding measures are built into the design of events involving children, young people and vulnerable adults. Where necessary, DBS checks will be carried out on anyone working directly with this section of our community.

APPENDIX 1 - STATUTORY REQUIREMENTS FOR COMMUNITY ENGAGEMENT IN NEIGHBOURHOOD PLANNING

Community engagement to shape development plans is advised in: the National Planning Policy Framework, para 16 c) (July 2021 edition); the Localism Act 2011 which amends the various planning Acts to incorporate Neighbourhood Development Plans into the statutory planning system; and The Neighbourhood Planning (General) Regulations 2012 ('Regulations').

<http://www.legislation.gov.uk/ukxi/2012/637/contents/made>

Before submitting the draft Neighbourhood Plan to Torridge District Council, Northam Town Council will have to:

- Publicise the Plan those who live, work or carry out business in the area, explaining where and what the Plan is all about and how people can comment on the draft plan
- Consult with any statutory bodies like Historic England, Natural England, the Highways Agency or the Environment Agency or even neighbouring parishes that the plan may affect.
- Send a copy of the proposals to the local authority.
- There will be a 6 weeks to receive comments on the draft plan

The Regulations require two Statements to accompany completed Neighbourhood Development Plans for submission to the Independent Examiner and subsequent Referendum. These are the:

- Basic Conditions Statement and;
- Consultation Statement

The Basic Conditions Statement has a requirement for compatibility with EU obligations, including human rights requirements. Therefore public engagement must be undertaken from the outset and recorded in a logical manner to form an audit trail.

The Consultation Statement will include:

- Details of who was consulted about the plan
- Explain how they were consulted
- Summarise main issues and concerns raised
- How these issues and concerns have been considered and or addressed

At the end of the process of writing the plan there will be a vote and if the Plan is accepted it will have development control power against which planning applications must be tested.

NNP DRAFT BASIC CONDITIONS STATEMENT

Based on the Georgeham Neighbourhood Plan Basic Conditions Statement

1. Legal Requirements

Minor changes to names and other details in Georgeham document to fit NNP

2. Background

Minor changes to Georgeham text

3. How NNP Fits with NPPF Policies

Community

NNP Policy NNP fits national policies	NPPF Policies	How the
CF1 Community Facilities	<i>Transfer policy numbers to this column</i>	Protects social and recreation facilities for present and future generations

Housing

HO1 Size of Dwellings		Meets requirement to provide balanced housing market to meet local needs
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HO2 Affordable Housing		Recognising low income nature of Torridge area in UK and hence need to provide housing to rent at affordable rates.
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HO3/4 Design and Amenity		Meets requirement that residential design should fit well with the environment, reflect local character and contribute to health and well being
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HO5 Energy Conservation and Carbon Reduction		Supports NPPF policies to achieve reduction in carbon emissions
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TR1 Residential Parking		Recognises requirement to provide adequate parking for residential developments, including
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		provision for alternative transport and EVs
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The Environment and Heritage

EN1 Local Green Spaces		Safeguards local green spaces to promote healthy and safe communities
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EN2 Prevention of Coalescence		To protect the natural environment and retain the character of settlements
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EN3 Protection of Rural and Landscape Character		To protect the natural environment
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EN4 To Protect Values Views		To protect the natural environment and promote well being
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EV5 Protection of Biodiversity		To further the NPPF aim of protecting and increasing biodiversity
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HE1 Protection of Heritage Assets		Protection of historic buildings and features which inform the history of the area, provide a link with the past and promote well being.
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TR2 Cycle and Pedestrian Routes		To conform with policies promoting alternative travel to reduce carbon emissions
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TR3 Public Transport		To conform with policies requiring accessible public transport
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Economic Development

ED1 Business		To encourage and protect business to achieve a healthy, prosperous local economy
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ED2 Public Car Parking		To protect and support existing and future public car parking provision to underpin a functioning community and local economy.
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ED2 Tourism Attractions and Accommodation		To support policies protecting and increasing tourism subject to protecting the environment
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HE2 Richmond Dock		Protection for a significant local historic asset and enables employment possibilities at the site
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ED3 Appledore Employment Zone		Supporting the retention and development of maritime activity in this distinct employment area
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4 Conformity to the Strategic Policies of the Local Development Plan

Repeat NPPF section but listing relevant Local Plan policies

5. Contribution to the Achievement of Sustainable Development

NNP Policy	Sustainability	Comment
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Community

CF1 Community Facilities	Economic Social Environmental	+ ++ +	Facilities including halls, places of worship, recreational areas bring people together contributing to health and well being
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Housing

HO1 Size of Dwellings	Economic Social Environmental	+ ++	Providing a range of housing to respond to local needs and facilitate a healthy economy
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HO2 Affordable Housing	Economic Social Environmental	+ ++	Policy seeks to address the need in a low income economy for affordable
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			housing to rent. Economic benefits too,
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HO4 Design and Amenity	Economic Social Environmental	+ ++ +	Social benefits of health and well being which contribute to economic benefits. Better design has environmental benefits
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HO5 Energy Conservation and Carbon Reduction	Economic Social Environmental	+ ++ +++	Environmental benefits of carbon reduction, economic benefits of cheaper energy and social benefits of well being
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TR1 Residential Parking Provision	Economic Social Environmental	+ + 	Enables easy access to private transport and takes pressure off street parking hence social benefits. Economic benefits of enabling mobility to work
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The Environment and Heritage

EN1 Local Green Spaces	Economic Social Environmental	+ ++ +++	Protecting the natural environment and providing outlets which promote health and well-being in the community
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EN2 Prevention of Coalescence	Economic Social Environmental	+ ++ +++	Protects natural environment and identity of settlements thus promoting health and well being of the community
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EN3 Protecting Rural and Landscape Character	Economic Social Environmental	+ ++ +++	Protection of natural landscape character and contributes to feeling of well being in the community
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EN4 Protection of Valued Views	Economic Social Environmental	+ ++ +++	Protection of landscape and views which are valued by the community contributing to well being
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HE1 Protection of Heritage Assets	Economic Social Environmental	+ + ++	Protecting the historic built environment and providing a link with the past which supports a feeling of identity and well being in the community. Tourist economy benefits
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EN5 Protection of Biodiversity	Economic Social Environmental	+ ++ +++	Protects and enhances local wildlife habitats and corridors giving environmental benefit. Social benefit of increased well-being and economic benefit, particularly to the tourist economy.
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TR2 Cycle and Pedestrian Routes	Economic Social Environmental	+ ++ ++	Promotes health and well being, facilitates access to employment and contributes to tourist economy. Contributes to reduction of carbon emissions and pollution.
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TR3 Public Transport	Economic Social Environmental	+ ++ ++	By supporting accessible public transport the local economy is promoted and by improving mobility well being is improved
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Economic Development

ED1 Business	Economic Social Environmental	++ + +	Promoting a healthy economy which gives social benefits. Locating business development in appropriate areas protects the environment
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TR4 Public Car Parking	Economic Social Environmental	+ + +	Supports the local economy by protecting public car parking space, and provides social value
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ED2 Tourist Attractions and Accommodation	Economic Social Environmental	++ + +	Supports the tourist economy bringing social benefits and protection of environment to secure natural attractions for tourists
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HE2 Richmond Dock	Economic Social Environmental	++ + +	Protection of significant local historic asset and future employment benefiting local and tourist economy
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ED3 Appledore Employment Zone	Economic Social Environmental	++ + +	Supporting and promoting a distinct maritime economy
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6. Compatibility with EU Obligations and Legislation (still required?)

Modify Georgeham statement. Screening required for Strategic Environment Assessment and Habitats Regulations Assessment?

Equality Impact Assessment?

Key stages for preparing a Neighbourhood Plan

As the Northam Neighbourhood Plan has been in development since 2017, and the membership of the steering group has evolved over the years, it may be helpful to remind members of the stages to complete the process.

The Stages as defined by central government are available ([Make a neighbourhood plan - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/make-a-neighbourhood-plan); [Neighbourhood planning - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/neighbourhood-planning) and [Plan-making - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/plan-making)).

The University of Reading has also undertaken research into Neighbourhood Plans, which may be access on their website at [Neighbourhood Planning - information, resources and events \(reading.ac.uk\)](https://www.reading.ac.uk/neighbourhood-planning).

In researching this paper, I found numerous local pieces of guidance for those preparing a Plan, and have drawn the list below together from various sources.

Step 1 – Designate a Neighbourhood Area – Complete.

To designate a Neighbourhood Area, an application must be made by a parish/town/town council or a neighbourhood forum (or a community organisation in the case of a Community Right to Build Order) to Torrington District Council. This must include a statement explaining why the proposed neighbourhood area is an appropriate area, a statement that the Parish/town/Town Council is the 'relevant body' for the purposes of section 61G of the Town & Country Planning Act 1990; and a map with the parish/town boundary (or the part of the parish/town) indicated on it.

Step 2 – Publicise Neighbourhood Area – Complete.

The Council publicises the application and statement across the District and invites representations from the general public before making a formal decision to designate the area.

Step 3 – Parish/town Council prepare Neighbourhood Plan – Current.

The parish/town council or neighbourhood forum now become the qualifying / responsible body for the Neighbourhood Plan and can now officially start to prepare a Neighbourhood Plan. It is at this stage the parish/town council may wish to develop a working group to prepare the plan. To start the preparation of a Neighbourhood Plan, a Qualifying Body (QB) should think about what resources they have i.e. staffing, funding and set out a realistic timetable in preparing a Neighbourhood Plan. Following this, a QB should carry out a robust community consultation to establish what the needs and aspirations of the local community are, involving key stakeholders (business, schools and local services) to help identify key priorities for a Neighbourhood Plan to address. It is good practice for groups to identify an issues and aspirations report to summaries key points which can be used for evidence later on in the stages.

Step 4 - Building evidence for your plan – Current.

The independent Examination of a Neighbourhood Plan will expect any proposals and policies to be supported by a robust evidence base, if it is to be made. Therefore QB's should approach the District Council for guidance on what evidence exists. QB's should review any relevant technical assessment to identify what future development and infrastructure is needed for the Neighbourhood Area and check to see if there are any links with the needs identified in the community consultation. Providing there is a link, technical evidence would help justify the need

for a policy or proposal to deliver future development and help achieve a robust Neighbourhood Plan. Technical evidence can be obtained from the local authority and can include a number of studies i.e. a recent Strategic Housing Market Assessment, Strategic Housing Land Availability 2 Assessment, transport studies, or conservation appraisals.

Step 5 – Developing a vision, key aims and objectives – Current.

Identifying key issues and aspirations, can help set out a vision and key aims and objectives to include in a Neighbourhood Plan. This is not essential but it is good practice as it sets out a framework of how local needs and aspirations will be achieved. This exercise can also help inform options about the type of development that is needed and where, in order to address key issues that have been identified in the consultation. QB's can start to see what proposals and policies will be required to deliver and support the Vision and aims of the plan. QB's may find that the aim of the Neighbourhood Plan can be achieved through a Neighbourhood Plan Order and not a Neighbourhood Plan. Please click on the hyperlink to learn more about a [Neighbourhood Development Order](#).

Step 6 – Writing the Neighbourhood Plan – Current.

There are no set guidelines for what a Neighbourhood Plan should contain, though it is likely that the plan will include a series of policies and or proposals to show where future development is supported and not supported. A Neighbourhood Plan should be easy to use and navigate with so that it is efficient in determining planning decisions. A proposals map is always useful to indicate what future development is supported and where. In reviewing the evidence base, it is important that QB's are aware of what the Basic Conditions are and how they will be met because it is these that the Examiner will test throughout an independent examination. Therefore, it is good practice to assess existing strategic and local policy (the Local Plan 2031 for North Devon and Torridge) to understand where and what development is supported and to avoid repetition. Neighbourhood Plan policies must relate to land use and development and seek to address the key issues identified from the consultation. It is important that proposals and planning policies are SMART; Specific, Measurable, Achievable, Realistic and Time sensitive. Please click on the following hyperlink to see a guide on [how to write planning policies](#).

Step 7: Strategic Environmental Assessment Directive (SEA) Requirements – To start.

One of the basic conditions that will be tested by the independent Examiner is whether the making of the Neighbourhood Plan is compatible with [the Strategic Environmental Assessment Directive](#). After the QB are certain of the policies and proposals to take forward in a Neighbourhood Plan, the QB must circulate a draft Neighbourhood Plan to the Council at the earliest opportunity and request that a screening assessment is carried out on the draft plan to ascertain if any significant environmental effects are likely to occur as a result of the plan. The Council will carry out a screening assessment to determine if a Strategic Environmental Assessment will be required and invite representations 3 from Natural England, Environment Agency and Historic England on the assessment. Where a Neighbourhood Plan is likely to have a significant effect on the environment a Strategic Environmental Assessment must be carried out and an Environmental Report must be prepared in accordance with [paragraphs \(2\) and \(3\) of regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004](#).

Step 8 - Pre-submission Consultation – To start.

At this stage, a Pre-submission Neighbourhood Plan should be prepared for consultation. Under Regulation 14 of the Neighbourhood Planning (General) Regulations 2012 Neighbourhood Plans are required to undertake a minimum of **6 week consultation** inviting representations from local people, neighbouring councils and other statutory consultees. The Regulations state Neighbourhood Plans must be:

- Publicised in a manner that is likely to bring it to the attention of people who live, work or carry on business in the neighbourhood area". The Parish/town Council needs to include:
 - a. Details of the Neighbourhood Plan proposals;
 - b. Details of where and when the Neighbourhood Plan proposals can be inspected;
 - c. Details of how to make representations; and
 - d. The date by which any representations must be received, being no less than 6 weeks from the date of publication.
- Consult any 'consultation body' referred to in [Schedule 1](#) who may be affected by the proposals in the Neighbourhood Plan.
- Send a copy of the Neighbourhood Plan to the Council. It may be useful for the QB to consult on a summary of the Neighbourhood Plan which focuses on the proposals and policies instead of the whole Neighbourhood Plan.

Please note: Groups should consult the District Council before the final draft is publicised for consultation. This is to ensure the final draft including its proposals and policies are compliant with the Basic Conditions and there are no underlining issues or uncertainties.

Step 9: Submission of Neighbourhood Plan – To start.

Following the pre-submission consultation, the QB's should prepare a Consultation Statement, which should include the following details:

- Details of people and organisations consulted.
- Details of how they were consulted
- Summary of the main issues and concerns raised through the consultation process
- Descriptions of how these issues and concerns have been considered and addressed in the Neighbourhood Plan.

The QB must also prepare a statement explaining how the Neighbourhood Plan fulfils the Basic Conditions. The basic conditions are set out in [paragraph 8\(2\) of Schedule 4B to the Town and Country Planning Act 1990](#) and state that a Neighbourhood Plan:

- Must be appropriate having regard to National Policy
- Must contribute to the achievement of sustainable development
- Must be in general conformity with the strategic policies in the development plan for the local area
- Must be compatible with human rights requirements and EU obligations.

The submission of the Neighbourhood Plan to the District Council must include the following:

- A map or statement which identifies the area to which the plan relates
- A consultation statement: explaining the consultation undertaken in preparing the Neighbourhood Plan
- The proposed Neighbourhood Plan
- the Basic Conditions Statement
- A copy of a Screening Assessment or Environmental Report (if necessary).

Step 10 – Publication Consultation and Independent Examination – To start.

On submission of the Neighbourhood Plan and the associated documents stated above, the Council checks that the submitted documents satisfy the legal requirements before the Neighbourhood Plan is subject to a **minimum 6 week public consultation**. During the consultation period, the Council will arrange to appoint an Independent Examiner in agreement with the QB. The Council will submit the Neighbourhood Plan and the associated documents along with the representations received for independent examination. Please note: During the examination, the Examiner will test that the Neighbourhood Plan fulfils the Basic Conditions (as stated above) and nothing else. The Examiner will issue a report for the Council to publish and consider. The Council must consider the Examiner's report and reach a decision whether to refer the Plan to public referendum or refuse the plan.

Step 11 – Referendum and Adoption – To start.

In reaching a decision, the Council will publish a decision statement and make arrangements to organise a public referendum. **Not less than 28 days before the date of the referendum**, the Council must publish on their website and make available an information statement and specified documents in relation to the referendum. This information must be available throughout the referendum period. Where a referendum results in a majority yes (over 50% plus 1) the Council must make (adopt) the Neighbourhood Plan as soon as possible, unless the Neighbourhood Plan is considered to breach EU obligations or Convention Rights. Once the Neighbourhood Plan is made, it then becomes part of the Local Plan for the District.